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QUARTERLY REPORT  
OF THE  
STATE VOCATIONAL SCHOOL FOR GIRLS  
HELENA, MONTANA

DECEMBER 31, 1954



## STATE OF MONTANA

### STATE BOARD OF EXAMINERS

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Hon. Arnold H. Olson  
Hon. S. W. Mitchell

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Attorney-General  
Secretary of State

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#### LOCAL EXECUTIVE BOARD

Mrs. I. W. Choate  
Mrs. Paul Kropp

Helena, Montana  
Choteau, Montana

#### VOCATIONAL SCHOOL PERSONNEL

##### Administrative

Ruby A. Miller  
Annette L. Lewis  
Nellie McKnight  
Eunice Bishop

Superintendent  
Field Visitor  
Business Manager  
Part-Time Assistant Superintendent  
and Grade Teacher  
Clerk-Typist and Relief Teacher

Elaine Hoover

##### Maintenance

Martin VanDiest  
Brice Vercellin  
Joe John

Engineer  
Commissary and Grounds  
Handy-Man - Helper



TO THE HONORABLE GOVERNOR J. HUGO ARONSON  
AND MEMBERS OF THE STATE BOARD OF EDUCATION

GREETINGS:

Following is the quarterly report of the State Vocational School for Girls for the period beginning October 1, 1954 and ending December 31, 1954:

# POPULATION REPORT

Girls admitted to school since 1920 -- -- -- -- 995

New Commitments for October 1954	11
November 1954	8
December 1954	6
	<u>25</u>

Total new girls for quarter	25
Last quarter	6

	<u>Enrolled</u>	<u>Residence</u>	<u>Absent</u>	<u>Parole</u>
October 1, 1954	72	35	7	30
December 31, 1954	97	57	12	28

Inmate care days for October	1,248	paid by counties	\$624.00
Inmate care days for November	1,500	paid by counties	750.00
Inmate care days for December	<u>1,455</u>	paid by counties	<u>727.50</u>
Totals for quarter	4,203 days		\$2,102.50

Last quarter 2,847 days @ \$.50 per day brought \$1,423.50 compared to this quarter 4,203 days @ \$.50 per day brought \$2,102.50.

This money is deposited with the State Treasurer in General Fund #101.

26 girls were home for Christmas vacations. 31 remained at school during the holidays.

There are at present	Grades	19
	Freshmen	15
	Sophomores	7
	Juniors	4
	Seniors	<u>8</u>
	Total in School	53
	4 not in class	57

# COTTAGE PERSONNEL

## CANADY HALL

Relief and Head Matron  
Morning Matron  
Afternoon Matron  
Kitchen Supervisor (cook)  
Night Matron  
Matron (Relief at Large)

Mrs. Marie Flaherty  
Mrs. Ida McConaha  
Mrs. Gladys Anderson  
Mrs. Mary Hiat  
Mrs. Elizabeth Pickett  
Mrs. Maude Brazier

Changes this quarter were:

Mary Hiat took the place of Mrs. Gladys Anderson as Kitchen Supervisor.  
Mrs. Gladys Anderson took Mrs. Lucille Selfridge's place as Afternoon Matron.



### MARIA DEAN

Morning and Head Matron  
Afternoon Matron  
Night Matron  
Kitchen Supervisor  
Relief Matron

Mrs. Emma Dunn  
Mrs. Lucille Howery  
Mrs. Kathryn Keckler  
Mrs. Virgil Miller  
Mrs. Mary Fletcher

Changes this quarter:

Pauline Moles resigned and Mrs. Virgil Miller was hired as Kitchen Supervisor. Mrs. Miller worked here before as Mrs. Autrey.

### EDUCATIONAL DEPARTMENT

Junior High School Department  
High School Principal (English and Declamation)  
Home Making  
Science, Social Studies and Gym  
Commercial and Library  
Music  
Orchestra and Drum Corps  
Beauty Culture and Better Grooming  
Square Dancing  
Visual Aids and Movies  
Bulletin Boards and Handicraft

Mrs. Eunice Bishop  
Mrs. Mildred Fredregill  
Mrs. Geraldine Leary  
Mrs. Evelyn Massman  
Mrs. Betsy Campbell  
Mrs. Isabel Giulio  
Carl Ortloff  
Millicent Smigaj  
Morley Cooper  
Ruby A. Miller  
Annette Lewis

### PHYSICAL PLANT

The apartment in Adair Cottage has been completed and Brice and family are happily settled. The coal storage rooms in the Main Building, Canaday Hall and Gym are all thoroughly cleaned and sprayed with (Surplus Commodity) paint and will be used for storage rooms and workshops.

The apartment under the Gym is being remodeled for staff quarters. This releases space in the cottages for girls who are coming in every week.

Miss Miller's room in the administration building was painted, floor sanded, new lighting fixtures installed, new furniture including rug and drapes. (This with no cost to the State.)

### OUTSTANDING EVENTS OF THE QUARTER

Mrs. Fredregill, High School Principal, reports:

Miriam Chapter, Order of the Eastern Star, invited our girls to put on their Christmas program this year. We had five girls who participated. The quartet in angel costumes sang carols, and a Senior girl gave an appropriate reading. As a result three Star members purchased Christmas gifts for each girl in the school. The gifts were valued at approximately \$1.00 apiece. Our girls made a very favorable impression.

The Biology class has enjoyed the gold fish and parakeet. They have learned much about the care and habits of birds and fish first hand.

The Seniors have finished a semester in Shakespeare. Five plays were read. Macbeth and the Merchant of Venice seem to be the favorites. Many quotations were memorized. The girls are very happy when they hear important parts of these plays quoted over the radio. This class now has begun a semester in Speech Arts. This has proved beneficial to those who found it difficult to speak even before their own classmates. Several of our girls have won ribbons in the past and these girls are looking forward to earning places in the state and district contests this year.

The Freshmen have just finished a course in Reading Skills and are working on Grammar in their English class.

The Sophomore-Junior group are working on American Literature and love it.

We hope to make tape recordings this year, as we did last year, of the declamations. Hearing one's voice and studying the possibilities for improvement are very helpful.





Mrs. Massman, who teaches Science, Social Studies and Gym, reports:

By using double periods we finished our World History the first semester and found the United Nations a very interesting topic. Radio programs and film strips from the New York Times added greatly to our wonderful text in the study of World History.

American History and Government will be handled the same way the second Semester. By having double periods, we can cover the same amount of history in half the time.

General Science in the Freshmen year is always an interesting course when supplemented with special reports and field trips.

The weather was very favorable to a long season of outdoor activities. Not every year are we able to get out on the Soft Ball field in January. We like it.

Indoor activities in the Gym such as tumbling, folk dancing and group games are always acceptable at the end of a school day.

Mrs. Bishop, in the Junior High Division, reports:

I always hold my breath when a probation officer appears with a new girl until I find out if she is for the Grades or High School. Our room is bursting at the seams right now.

Girls who shied away from school in their own community are fast falling in line, and with plenty of chinking here and there, are looking forward to finishing their grade work. Individualized instruction is a must when girls come from all parts of the state with all degrees of accomplishments. Testing programs to find their achievement, accomplishment and mental ages are given to discover where we are to take up their training. It is interesting to see how happy they are when we find a place for them and help them to grow educationally.

Montana government and legislative processes are being taught in preparation for our visit to the Capitol in January when the Legislature is in session.

Mrs. Isabel Giulio, of the Music Department, reports:

Just as there is Therapy in Art and Play, so is there Therapy in Music. We have found some very fine talent among the students in our school so far undeveloped. When they are aware of this talent and have it developed to a degree where they can appear favorably before an audience, the satisfaction is immeasurable.

Twenty-nine piano students were given lessons this quarter, as well as many voice students. We have a very fine quartet, a sextette, and several who were accomplished soloists.

Our girls entertained the crowds who attended the dedication services at the Eagle's Hall. They sang for a meeting of the AAUW. They appeared several times during the quarter on various occasions, always with satisfaction to those who listened and those who performed.

Our Christmas pageant, "Christmas Is a Miracle," was a success. Many friends from town came out to see the play. Movies in color were taken the night of the dress rehearsal and the girls were thrilled to see themselves in the colorful costumes representing the pageant.

Work on Easter Music, Spring Operetta, and Graduation music will be next on the docket.

Mr. Ortliff, Orchestra and Band Leader, reports:

Individual lessons on instruments of the girls' choice are given on Monday and Tuesday evenings after school from 3:45 to 5:45 P. M. Every Friday afternoon from 1:30 to 3:00 the orchestra meets for practice. Most of the girls in the orchestra have been committed since October 1, 1954. They have made splendid progress. They played for our Christmas Program and the Open House.

We have a Drum Corps in the making when we can get some bugle players to work a little harder.



Mrs. Geraldine Leary, of Home Making Department, reports:

During the first quarter of the 1954-1955 school year the Home Making classes accomplished a few things which may be called outstanding.

One class planned the home they hope to own. This included location, lots, types of loans, titles, house construction, the things to include in a new home, and the things to look for if purchasing an old home.

Then the girls drew, to scale, the floor plans of their future homes. They included the base plans and a detail plan for each room. After the plans were completed, we studied furniture arrangement and placed furniture in the rooms.

Next we studied color and its use in the home. The subject of floors and floor coverings included hardwood floors, linoleums, tiles and types of rugs.

The use of accessories, as pictures, lamps and what-nots, was briefly covered.

The lower classes and grade school had units on grooming, personality, relationship, etiquette and household duties, as care of stoves, refrigerators, hardwood floors, linoleum, washing woodwork, washing windows and washing dishes. Christmas gifts were now being thought of, so each girl had to learn how to use a sewing machine and make the basic seams. After this each girl made a laundry bag, scuffs, and many made monkeys and turtles.

Also we have attempted to put into practice in the cottages the Home Making training of the classroom. I feel this helps make the program practical. The matrons report an improvement in table etiquette and table service. Also the girls always wonder when I'll check their rooms again.

Mrs. Betsy Campbell, of Commercial Department, reports:

The primary objective of the commercial department is to give our students a knowledge of the techniques of typewriting and shorthand so that they will be equipped to use these skills both vocationally and in their personal life. We have approximately thirty girls enrolled in this department.

To accomplish our aim in our beginning typewriting classes, we have, during the last three months, given instruction covering basic typewriting skills; i.e., letter styles and placement, tabulation and rough drafts.

Our advanced students have been given a review of these basic techniques. The average increase in words typed per minute was ten words with a corresponding increase in accuracy. These students have also been given experience in cutting stencils and operating the mimeograph. In order to make the work practical, they have charge of publishing our school paper. They not only write the news articles, but cut the stencils and mimeograph enough copies so that each girl in the school may have one. The advanced class has also made the programs for the various school activities and has done typing for community groups.

While our classes in shorthand are small, we are especially proud of the progress these girls have made. They are well up with students in the public schools, and one is working on her 125 word per minute award.

FIELD VISITOR'S REPORT

During the second quarter, of October, November and December 1954 the field visitor traveled 3676 miles in the State of Montana. She made 53 home visits, 6 visits to probation offices, 5 visits to welfare offices, 4 to schools, 4 to Indian agencies and 1 to a County Attorney.

Three investigations were made for placements, 26 girls had Christmas vacations and four girls had visits at home at other times.

Girls have worked at five different places during the quarter, two of these are regular assignments for each week end.

Six former students have visited the school and two girls have returned.



At the end of this period we had 28 girls on parole and placement including one girl in private school and two girls in colleges. Two of our former students are now in the Waves.

The field visitor attended the Fort Peck Caravan, sponsored by the Committee on Human Relations on November 3, 4 and 5 and the follow-up meeting in Helena on December 1. She also attended the annual meeting of the Montana Probation and Parole Association, in Miles City on November 19 and 20.

The superintendent attended the State Welfare Conference in Butte on October 31 and November 1.

The superintendent was a member of the panel at the Juvenile Protection Workshop in Great Falls on October 12.

#### GENERAL ACTIVITIES

In October the AAUW met at the school for the regular monthly meeting. The program was planned by the Social Studies Committee and included a tour of the buildings and a discussion of the program for the socially maladjusted girl.

The quartet entertained our guests and the senior class served refreshments.

The operetta, "Hurray for Youth," which had been a summer school project, was repeated on November 23.

The Christmas program was a high point of this quarter. "Christmas Is a Miracle" was presented under the direction of the superintendent and the supervisor of music.

The Freshmen girls made their annual trek to Rimini for Christmas trees. The grade school girls collected pine cones for decorations. In Santa's workshop, the girls and staff made many decorations, including two special outdoor displays.

Pictures of all the girls were taken by 20th Century Studios in October.

On December 17 the Musicians' Local 642 furnished music for a dance in the gym.

#### BUSINESS OFFICE

This has been a busy quarter in the Business Office. In October we made and typed our annual inventory. We are gradually getting a running inventory started.

In September we made up a budget for the coming biennium which Miss Miller presented to the Board of Education. They approved this budget with a few minor exceptions.

In October we made a budget covering the same period for the State Comptroller to present to the Legislature.

Our request for the closing biennium was not adequate to meet our needs due to the increase in population, etc. The Board of Education recommended that the Legislature approve this supplemental budget to carry us through to July 1, 1955.

The Helena Hardware Company of Helena negotiated with Mr. Lee of the Purchasing Department to replace three worn out ranges in our Home Ec Department which, if purchased in the open market, would have cost us over \$800. They will be installed at the school for \$480 under a Home Economic replacement plan.

Most of our yearly orders are in and claims paid. We have processed 390 claims to date.

The yearly orders for the coming year 1955-56 are going in as fast as due.

On the 25th of each month we are billing 24 counties for care of our girls. This money is deposited to the General Fund.

In December the Montana Power installed gas units in our old coal furnaces. We have been using the gas for a month. It is proving to be very satisfactory. At this time we are unable to compare the figures between heating with coal and gas. Our gas bill for December 1954 was \$380.91 for the gas and \$120.00 payment on the contract for the installation. We have to make these payments of \$120.00 until the total of the installation expense is paid, which amounts to \$720.00.





Donable Property

Donable Property purchases for the quarter amounted to:

October 1954	52.73
November 1954	<u>83.71</u>
Total	136.44

SURPLUS COMMODITY REPORT FOR THE QUARTER

<u>Commodity</u>	<u>Units</u>	<u>On Hand</u> <u>Sept. 30, 1954</u>	<u>Received</u>	<u>Used During</u> <u>the Quarter</u>
Honey	Cases	1		1
Dry Eggs	Cases	1		1
Dry Milk	Cases	3	29	6
Cheese	Bricks	669#	120#	239#
Canned Beef and Gravy	24/2½'s	20	24	5
Shortening	Cases	11		4
Butter	Cases	31	20	17
Cranberry Sauce	6/10 cans - cases	2		1
Dry Beans - White	400#	400#		300#

STUDENTS' ACCOUNTS

Our system for taking care of the girls' accounts is working out nicely.

October 1, 1954 showed a balance of	714.29
Receipts for October 1954	365.89
Receipts for November 1954	834.22
Receipts for December 1954	<u>616.58</u>
Balance for the Quarter	2,521.98
Disbursements for October 1954	437.74
Disbursements for November 1954	380.03
Disbursements for December 1954	<u>652.24</u>
Total Disbursements for Quarter	1,479.02
	2,521.98
	<u>1,479.02</u>
Balance in Girls' Account - December 31, 1954	1,061.96

MEDICAL CARE

During this quarter medical care included:

Physician	24 physical examinations
	28 other office visits
	1 special consultation
Hospital	2 local appendectomies
	1 commitment to Galen
Dentist	40 office visits
	3 partial plates
Optometrist	17 examinations
	13 pairs of glasses fitted





# TRIAL BALANCE

Showing the condition of the books of the VOCATIONAL SCHOOL FOR GIRLS at the close of business on DECEMBER 31, 1954.

## VOCATIONAL SCHOOL FOR GIRLS

December 31, 1954

11	General Administration - Operation	15,252.08	
12	General Administration - Capital	70.73	
14	General Administration - Inventory	3,042.00	
21	Educational System - Operation	12,111.48	
22	Educational System - Capital	86.90	
23	Educational System - Rprs. & Rpls.	88.35	
24	Educational System - Inventory	6,118.44	
21-A	Farm - Operation	1,696.26	
31	Physical Plant - Operation	7,773.72	
32	Physical Plant - Capital	1,282.75	
33	Physical Plant - Rprs. & Rpls.	8,308.69	
34	Physical Plant - Inventory	485,003.66	
41	Subsistence	16,584.57	
521-1	General Administration - General Appropriation		54,010.04
521-2	General Administration - P.E.R.S.		622.50
521-3	General Administration - Teachers' Retirement		297.04
521-5	General Administration - Repairs to Adair		6,837.53
521-6	General Administration - Fire Escapes		829.80
528	Income Due from Counties		3,525.00
54	Lease of Land		506.00
611	Cash in Office	130.92	
612	Cash in Bank	1,250.24	
625	Accounts Receivable	26,951.35	
625-1	Accounts Receivable - Special		102.64
628	Remittance to General Fund	3,194.00	
63	Advance by State Treasurer	636.37	
72	Claims Pending		0
73	Inmates' Deposits		1,061.96
74	Contingent Fund		133.90
75	Due State of Montana		636.37
8	Surplus		521,019.73
		<u>589,582.51</u>	<u>589,582.51</u>

